Temporary Worker Timesheet User Manual

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About Omni

Omni is a Recruitment Process Outsourcer (RPO) established in 1997 and winners of the Recruiter Award for Best Managed Service Provider 2008 and Outstanding Outsourced Recruitment Organisation 2010. We are entirely independent of any agency and do not have a database of our own.

We are working with Central & Cecil to manage the recruitment agency suppliers they use to provide temporary workers in to the business. Our Appellia system provides online timesheet entry and approval for the business and this manual will talk you through the steps to use it.

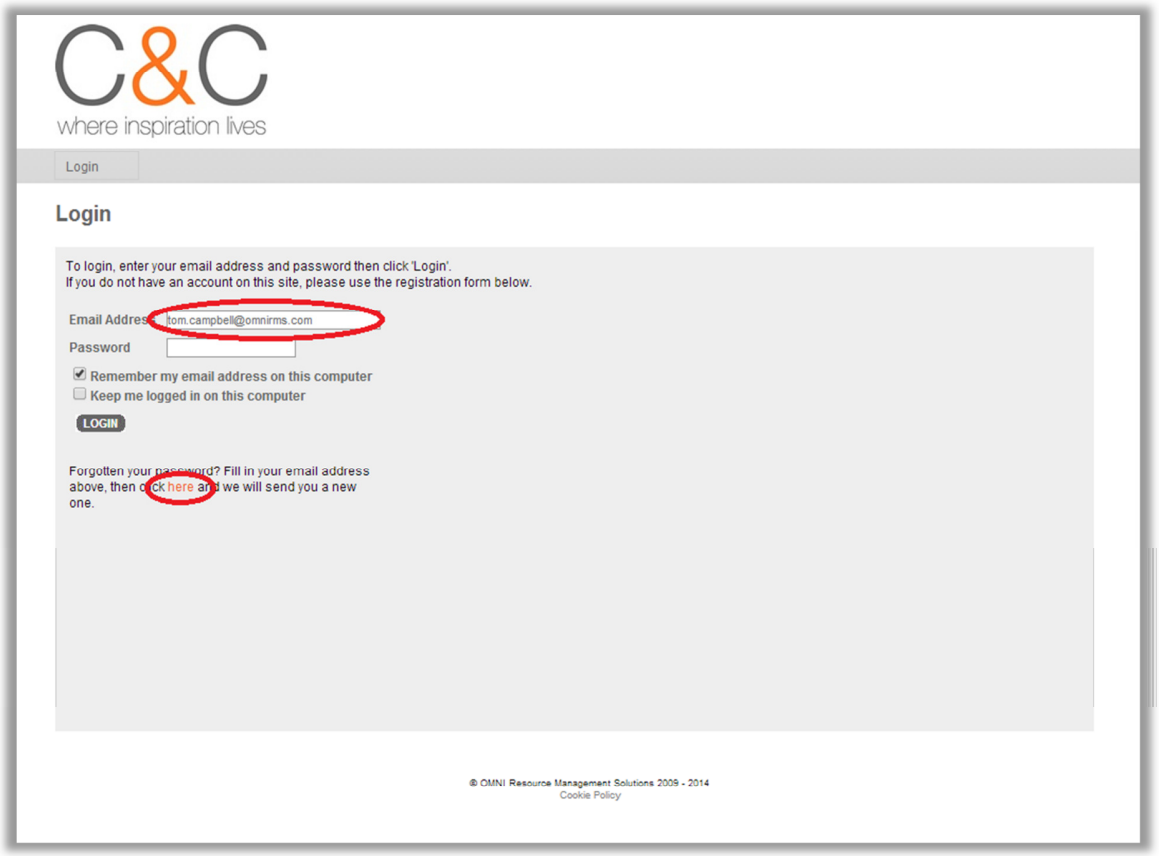
Point of Contact

If you have any problems or questions, please call the Recruitment Hotline **0845 519 4228** and ask for one of the following members of the team:

New Booking /New Temps /Rate Queries	**Sarah Steward**
Extension and Expiry Queries	**Heather Smith**
Timesheet Queries	**Heather Smith**

Getting Started

To access the Appellia system, go to https://centralandcecil.appellia.com. This will take you to the login page below:


C&C
where inspiration lives
Login
Login
To login, enter your email address and password then click 'Login'.
If you do not have an account on this site, please use the registration form below.
Email Address
tom.campbell@omnirms.com
Password
Remember my email address on this computer
Keep me logged in on this computer
LOGIN
Forgotten your password? Fill in your email address above, then click here and we will send you a new one.
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Cookie Policy

Figure 1

You should have already been set up with login details by your Agency, so please refer to your email for login details.

If you have not yet received login details you should contact the Omni Central & Cecil Recruitment team on 0845 519 4228

You will need to enter your email address (the one that your login details were sent to) in the Email Address field on the page, and enter the password that you received in the Password field.

Then click the Login button.

This will then take you to your own personal homepage.

Amending Your Password

If you wish to amend your password, hover over 'Users' in the grey toolbar and select 'My Account'.

Figure 2

You will then be taken to your Account Details page where you are asked to enter a new password and then confirm this password.

Click the 'Save' button to save these changes and return to your Homepage.

Homepage

When you login, you will be taken to your personalised homepage.

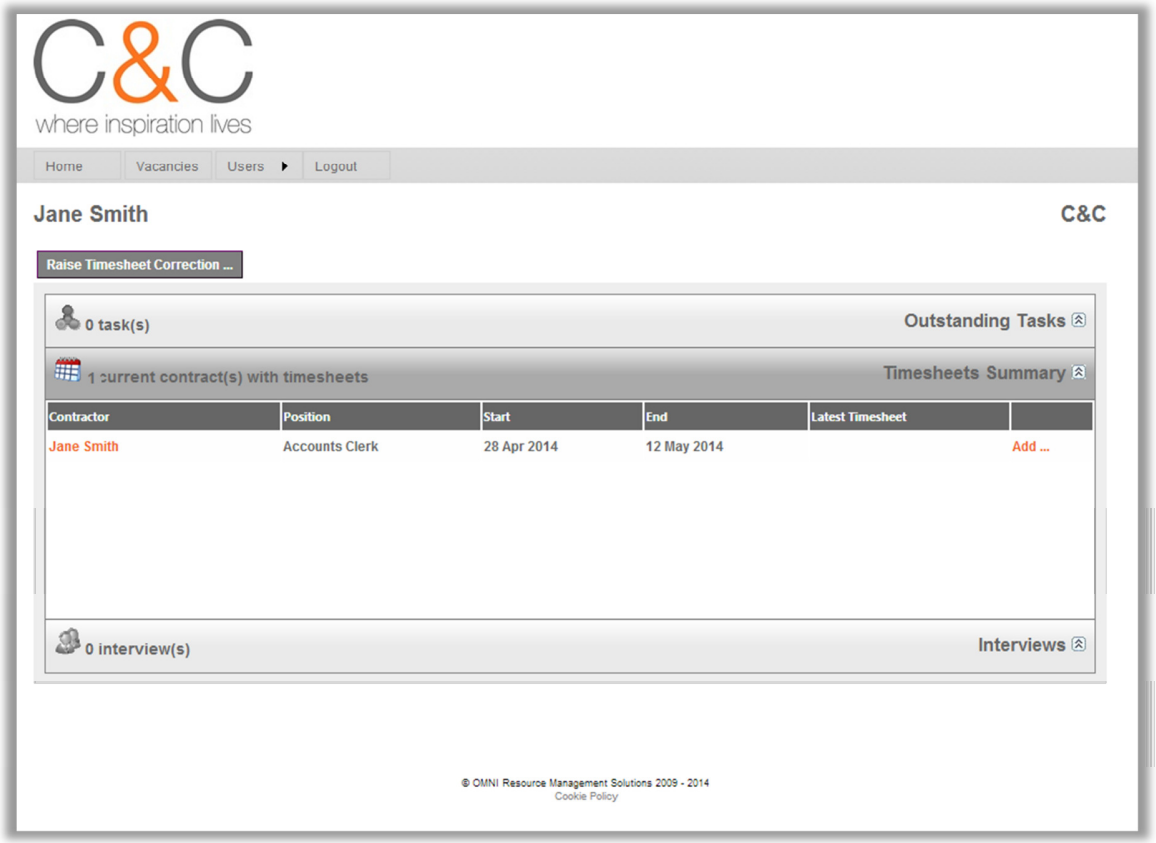


Figure 3

Outstanding Tasks

The homepage is designed to give you easy access to all of your personal recruitment tasks. Any tasks that you have outstanding will display in the Outstanding Task list.

Timesheet Summary

A list of your contracts/assignments are detailed under the Timesheets Summary. If there is more than one contract only contracts with timesheets that have not been submitted will display.

To add the latest timesheet choose the 'Add' button on the right hand side of your contract details.

Adding Timesheets

When you click 'Add' the timesheet will display.

At any time you can choose the 'Save' button which will allow you to save the details and return to your timesheet at a later stage.

If you want to cancel inputting a timesheet, choose the button 'Delete Timesheet'. If you then wish to input a timesheet for a week you have cancelled, you will need to contact your Omni Account Manager.

Figure 4

The Week Ending field is a dropdown-list which will display all timesheets within your contract period. Please ensure that the correct week ending date is selected.

Under '**Timesheet**', in the '**Rate**' column ensure you choose the correct rate. The rate should be chosen in accordance with the type of hours worked and will have been agreed upfront as part of your contract/assignment.
Examples include:

- **Weekday Day** – Monday to Friday 8am until 8pm

- **Weekday Night** – Monday to Friday 8pm until 8am
- **Weekend Day** – Saturday 8am until 8pm and Sunday 8am until 8pm
- **Weekend Night** – Saturday 8pm until 8am and Sunday 8pm until 8am (Monday morning)
- **Bank Holiday** - Good Friday, Easter Monday, May and August Bank Holidays
- **Annual Leave** - Approved and confirmed holiday
- **Sickness Absence** – unable to attend work due to sickness
- **Special Bank Holiday** – Christmas Eve Night, Christmas Day/Night, New Year's Eve Night, New Year's Day/Night and Easter Sunday

Night shifts are to be entered in full against the day the shift started, e.g. and 8hr night shift starting at a Thursday and ending on Friday, should be entered as 8 in the Thursday. The rate that applies is the rate that applies when the shift starts. For example, Friday night shift 8pm – 8am Saturday; the rate that applies is Weekday Night.

The **Period** field displays when a timesheet is added. The type of period is predefined and displays different periods according to the Rate selected. The different types include:

- Hour
- Day
- Week

Leave the **Project Number** and **Details** field blank.

For each rate type you select, a box will display under each day for you to enter the total number of hours worked at each pay rate.

If the rate if something that is paid daily, a tick box will display as opposed to a box.

You must click 'Add' in order for each entry to be captured.

If Expenses can be claimed as part of the assignment, the **Expenses** section will display and allows you to enter in any expenses incurred. To do this:

1. Choose a date from the date picker
2. Enter the amount in the Amount column
3. Provide a description of the expense
4. Choose the Add button

You can also upload a receipt should you want to. Simply:

1. Choose the Upload button
2. Choose the Browse button
3. Locate the file
4. Choose Open with the file selected
5. Choose Upload

If you are happy with your timesheet choose the **Complete** button. The page will display shaded and a confirmation box will display.

Choose the **OK** button to confirm submission.

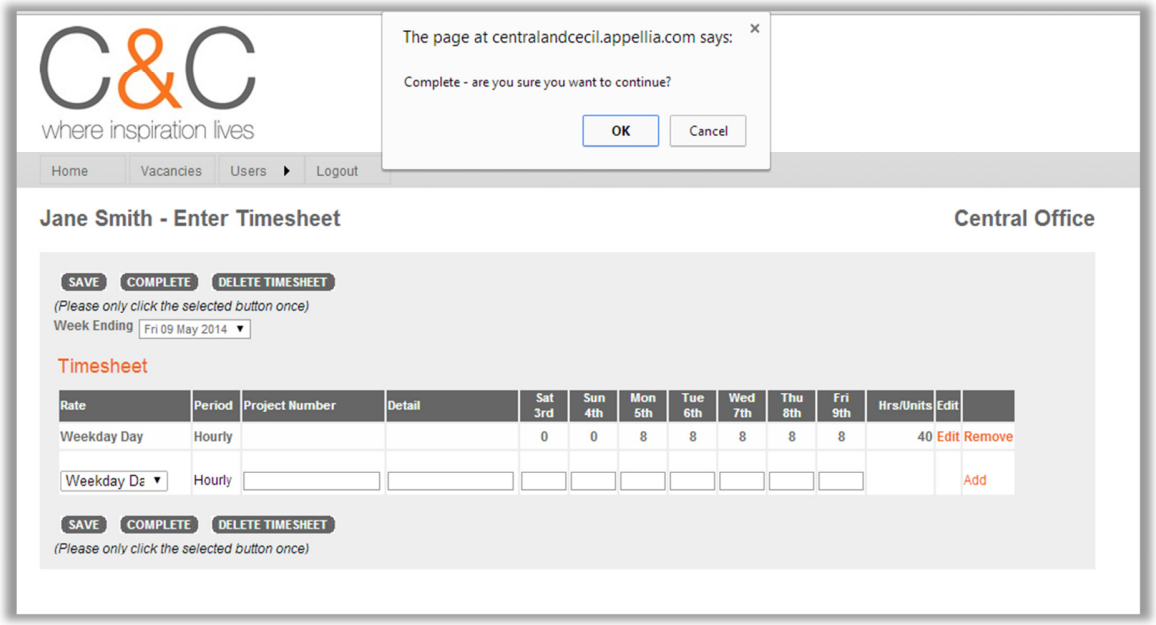


Figure 5

If more than one timesheet approver has been set up, a pop-up box will display containing a list of **Timesheet Approvers**.
Please select the name of the manager **who will be available** to approve your timesheet within the next few days, then choose OK.

Choosing Cancel will return you back to the timesheet input page.

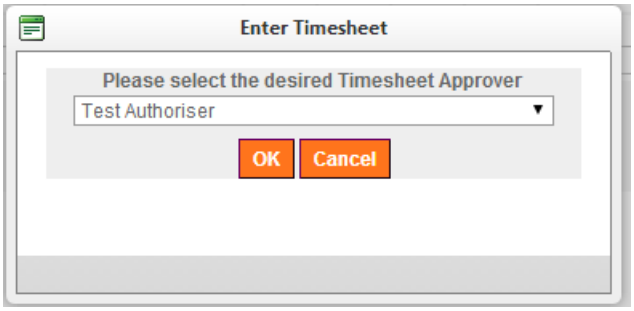


Figure 6

What Happens Next
The timesheet will then be sent to the Timesheet Approver you selected and they will be notified by email.

Returned timesheets

If a timesheet is returned to you to amend following submission, you will be able to click the link in the email to go straight back into the timesheet, or alternatively you can go to the Outstanding Tasks section of the homepage.

Click on 'Amend Timesheet' and you will be presented with the option to make further amendments to the timesheet, and see the Approvers comments.

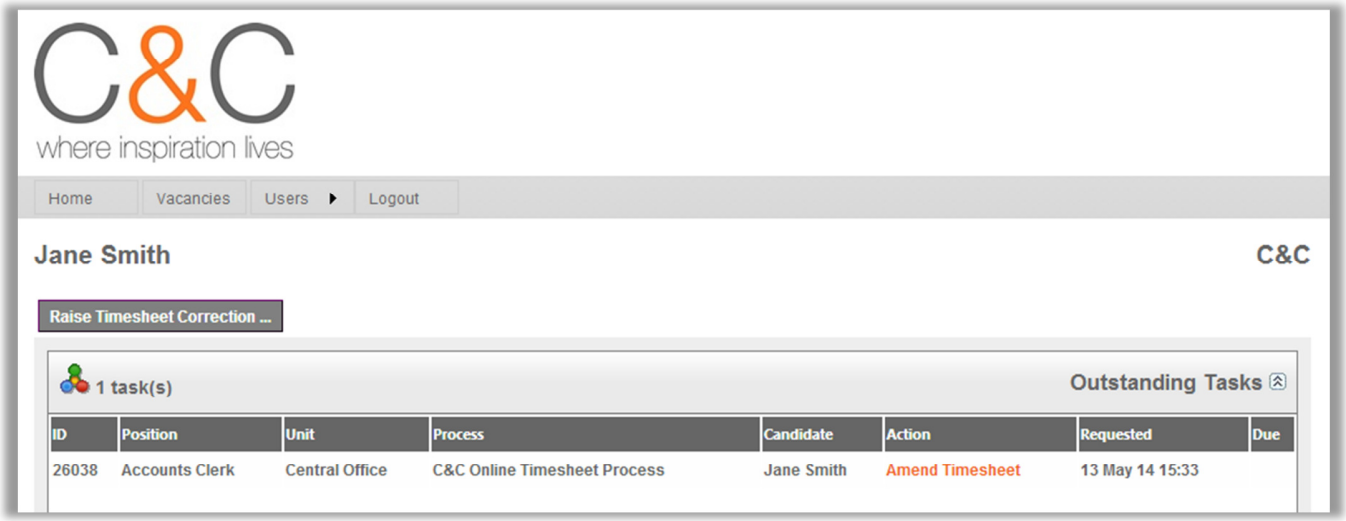


Figure 7

Timesheet Progress

You can check the progress of timesheets submitted at any time via the Timesheet Summary. Expand the section and select your name from the contractor column. Again only contracts with timesheets that have not been submitted will display.

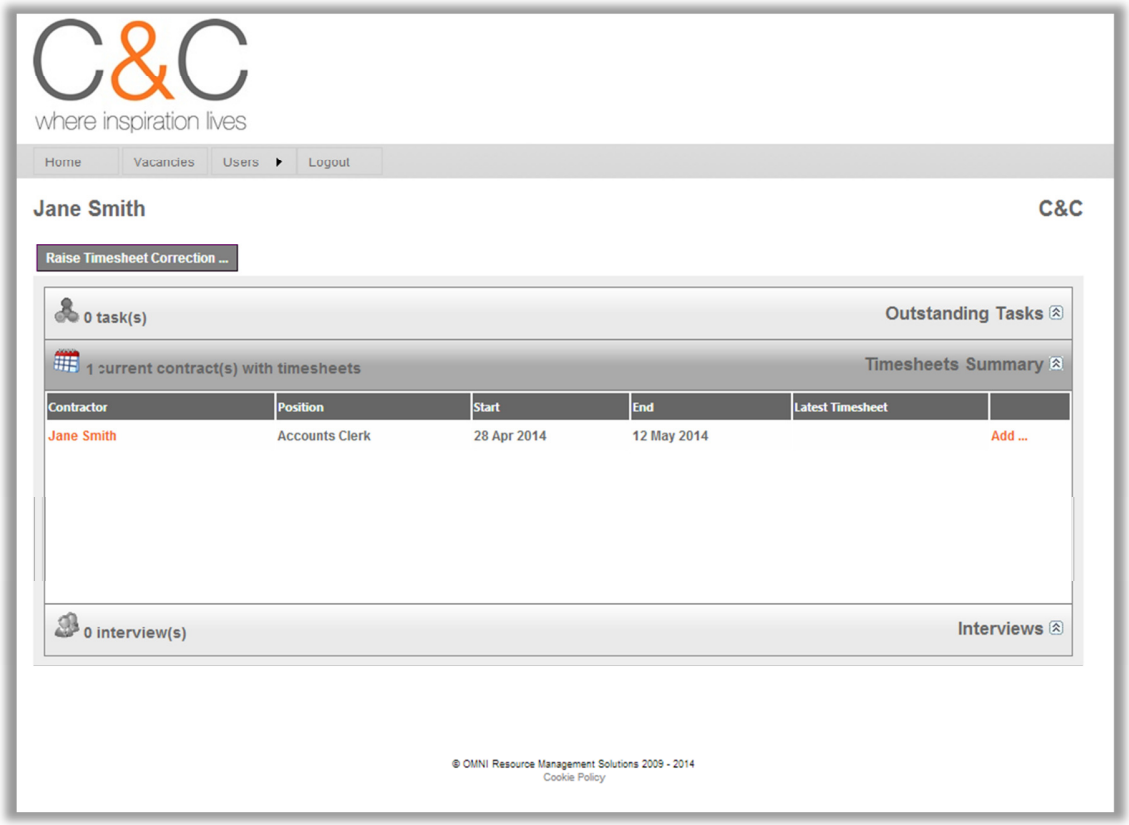


Figure 8

Figure 10 will display. The task column displays what stage in the process the timesheet is currently at. To view the timesheet for that particular date click on the date under the Week Ending column.

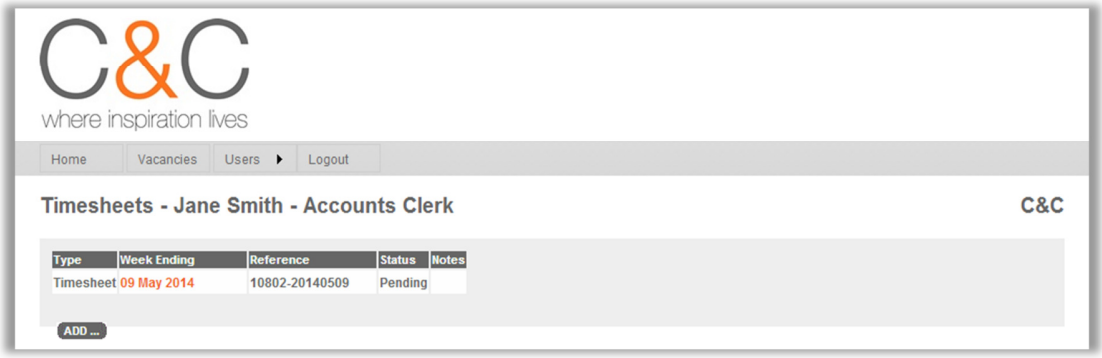


Figure 9

Timesheet Corrections

If an original timesheet has been incorrectly input, the Appellia system allows you to raise a correction for any timesheets that have already been processed in order to amend the following:

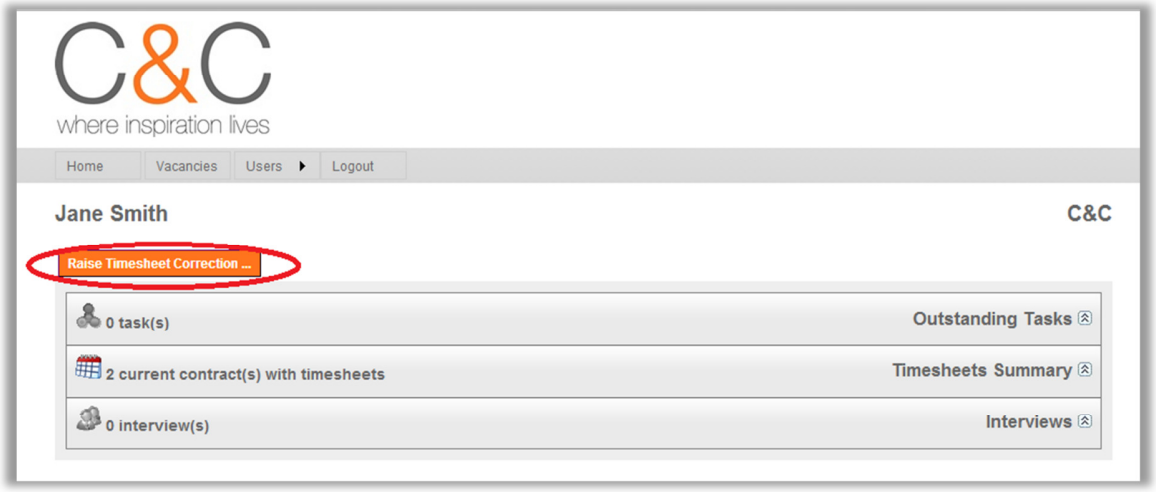
- The number of hours/days worked
- The type of rate selected against these hours/days (e.g. Overtime, Standard, Annual Leave)
- The expenses claimed (if these can be claimed for your assignment)

For any other queries, please contact your recruitment agency.

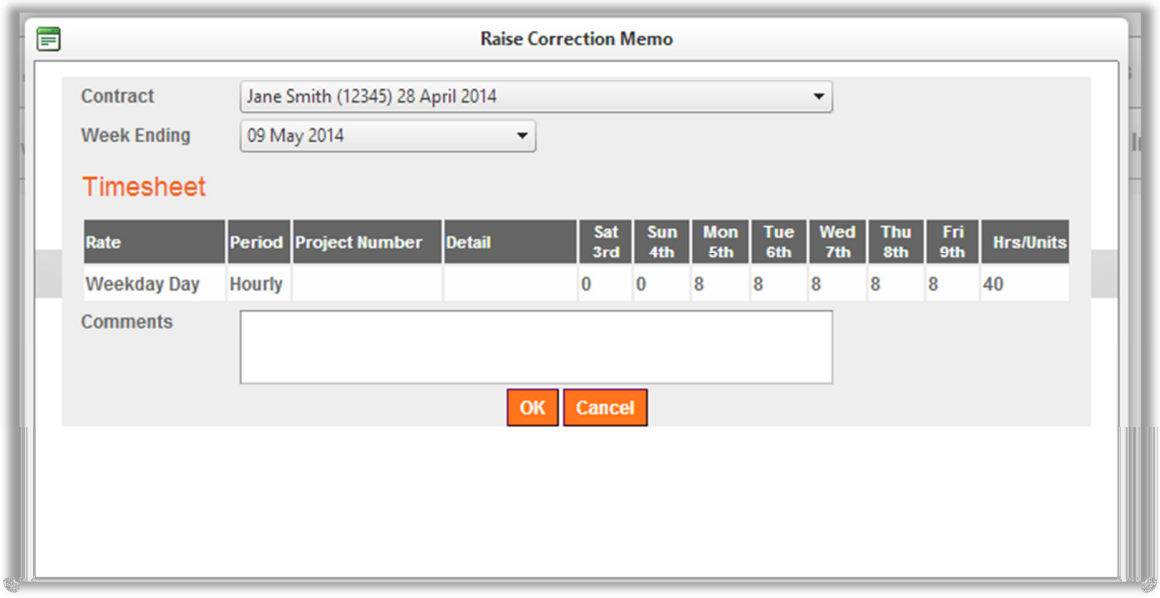
Raising a Correction

A 'Raise Timesheet Correction…' button will display under your name on the homepage.

NB. Please note that this button will be disabled if these timesheets have not yet been fully processed, in which case, please contact your agency if you feel that an amendment needs to be made to the timesheet.



Click on this button and a 'Raise Correction Memo' box will display:



If your assignment has been extended, you will have a number of contracts that appear in the 'Contract' drop-down list at the top of the box. You will need to select the correct contract by referring to the contract start date.

Select the 'Week Ending' date for the timesheet that needs to be amended.

The timesheet will then display below for you to view the Original Timesheet submitted.

Comments Box

In order to submit your correction, please enter comments in to the Comments box, to clarify what needs correcting in the original timesheet. You need to provide clear detail of what is required.

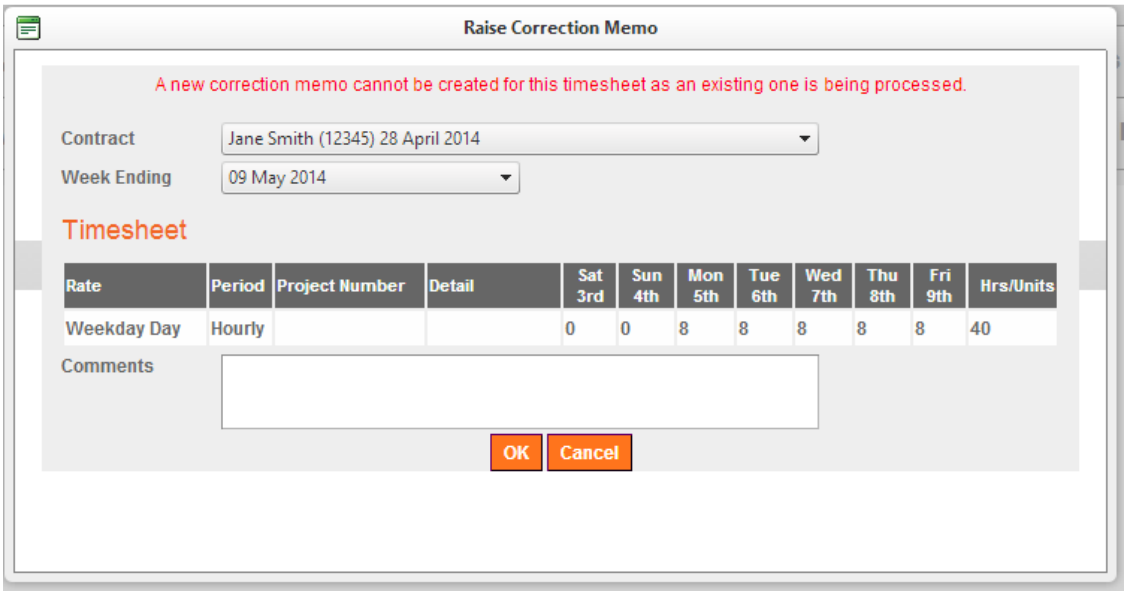
Once complete, please click 'OK' to submit.

Expenses Receipts

If you are adding additional expenses, you will need to email your receipts to accounts@omnirms.com, quoting your Name, Contract Reference (as displayed in the Contract drop-down list) and the week ending date for the expenses.

Corrections already raised

You may see a red message at the top of the box when you are selecting the relevant week ending date:



This message indicates that a correction is already being processed for this week. Until this has been completed, you cannot raise another correction for this week.

You will need to contact your agency to ensure that amendments are made to the correction already raised before it is finalised.

Tracking the Progress of a Correction

Once you have submitted your correction, you can track its progress in the same way that you track timesheets. The Correction will be distinguished as a 'Correction' in the Type column.

By clicking on the week ending date for the correction, or the original timesheet, you will be able to view both timesheet and correction together in one screen for the specified week.

Rejected Correction

If for any reason a Correction is declined by the Omni Recruitment Team or the Line Manager, you will receive an email from the system confirming the rejection.